

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4414 **TITLE:** DEPUTY SHERIFF FIRST LIEUTENANT **GRADE:** C-26

DEFINITION:

Under general supervision, and in accordance with federal, state, county and agency regulations, performs first level managerial duties in the field of law enforcement, specifically, in the areas of correctional services, community corrections, court services and administration; as well as other duties assigned by supervisors acting on behalf of the Sheriff.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Deputy Sheriff First Lieutenant class differs from the Deputy Sheriff Second Lieutenant class in that the Deputy Sheriff Second Lieutenant class will supervise a small unit within a section (e.g., Inmate Programs) or will serve as second in command of a section whereas the Deputy Sheriff First Lieutenant class will supervise a large homogenous branch (e.g., Court Security) or a mid-sized multifunctional section (e.g., Inmate Classification, Intake and Records, or Human Resources).

The Deputy Sheriff First Lieutenant class differs from the Deputy Sheriff Captain class in that the Deputy Sheriff Captain class will supervise either a mid-sized, relatively homogenous division (e.g., Court Security and Court Services); or a mid-sized, relatively diversified branch (e.g., Inmate Services); or a large, relatively homogeneous branch (e.g., Confinement); whereas the Deputy Sheriff First Lieutenant class will supervise a section of a branch or serve as second in command of a branch.

The Sheriff's Office is typically organized in units, within sections, within branches, within divisions (smallest to largest).

ILLUSTRATIVE DUTIES:

Coordinates emergency operations/responses between the department and other public safety entities;

Develops and implements operating procedures and recommends policy changes;

Serves as a liaison between the judges and the Sheriff's Office;

Compiles recurring and ad hoc statistical reports for users within and outside the Sheriff's Office;

Supervises the activities of the agency's Training Branch;

Performs instructor duties at the Criminal Justice Academy as well as conduct formal and informal instruction on various law enforcement subjects to diverse audiences.

Develops and directs implementation of an annual training plan for the Sheriff's Office which conforms to the mandates set by the Virginia Department of Corrections;

Establishes specific training objectives and requirements based on approved training plan;

Coordinates the preparation of the agency's budget request annually submitted to the Board of Supervisors and State Compensation Board;

Performs in-depth background investigations on job candidates;

Investigates alleged misconduct by departmental personnel, lawsuits brought against the Sheriff's Office or its personnel, and crimes allegedly committed by persons under the Sheriff's jurisdiction;

Oversees all activities of the Adult Detention Center on an assigned shift;

Contacts and consults with Staff Duty Officers in emergencies, and authorizes use of special equipment or use of force;

Participates in the development of inmate classification strategies which support the philosophy, goals and objectives of the Adult Detention Center;

Serves as the Sheriff Office's liaison with the Virginia Department of Corrections concerning inmates in the Adult Detention Center;

Coordinates and documents the various fire, safety and health inspections required by law or the accreditation process;

Oversees the activities of the County's Pre-Release Center, which is responsible for the Work Release and Community Service programs;

Coordinates pre-release functions with federal, state and County agencies;

Acts as hearing officer for inmate disciplinary hearings;

Reviews reports on activities and incidents and recommends additional action be taken as appropriate;

Prepares reports of activities and incidents for superiors as well as correspondence in response to complaints and inquiries;

Initiates and conducts criminal and internal investigations and gives testimony in court on actions taken during investigations and arrests;

Plans, schedules, assigns, and reviews the work of subordinates engaged in correctional services, community corrections, court services and administration;

Conducts performance appraisals for both civilian and uniformed subordinates;

Oversees training of subordinates including scheduling, training and reviewing lesson plans;

Recommends disciplinary actions and administers informal discipline to staff found to have violated standard operating procedures.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the policies, procedures and practices of the functional area to which assigned;

Thorough knowledge of the agency's standard operating procedures as well as its riot, hostage, fire and disaster plans and emergency equipment;

Knowledge of federal, state and County laws and ordinances applicable to functional area to which assigned;

Knowledge of the standards of the American Correctional Association and the Virginia Department of Corrections as they pertain to the operation and administration of jails and detention facilities;

Knowledge of the department's information system technology (eg. PCs Live-Scan, etc.);

Knowledge of supervisory techniques and the ability to apply them effectively;

Demonstrated skill in the use of firearms;

Ability to effect a physical arrest;

Ability to maintain a level of physical fitness appropriate to assignment;

Ability to make accurate observations and communicate clearly and concisely, both orally and in writing;

Ability to establish and maintain good working relationships with fellow staff members, inmates and other agencies and departments;

Ability to effectively handle situations requiring tact, diplomacy, fairness and good judgement;

Ability to work effectively under stress and to act calmly and quickly in emergencies.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

High school graduation or possession of a G.E.D. issued by a state department of education;

PLUS

Must be presently serving as a Deputy Sheriff Second Lieutenant.

REVISED:	August 6, 2002
REVISED:	March 29, 2001
REVISED:	February 14, 1990
REVISED:	July 19, 1988
REVISED:	September 4, 1986
ESTABLISHED:	July 1977